

## **ASHBURNHAM DPW BUILDING COMMITTEE MISSION STATEMENT**

### **Committee Structure**

The Committee shall consist of seven members who are appointed by the Board of Selectmen, term shall be for the completion of the project.

The membership should preferably consist of the following:

- A present or former member of the Board of Selectmen (BOS)
- A present or former member of the Advisory Board (AB)
- A present or former member of the Capital Planning Committee (CPC)
- A member with experience in the architectural field and/or facility management
- A general contractor (active or retired) within the construction industry
- Two citizens of the general public.

### **Mission Statement**

1. The Committee is charged with overseeing the proposed new DPW facility to be located on town owned land at the corner of Platts and Williams Roads. The new DPW facility will provide ADA accessibility, life safety, environmental conditions, compliance with current building codes, and will incorporate energy efficiency measures.
2. The Building Committee will work with the Owner's Project Manager and the Architect to prepare the necessary design development documents, review those documents with Town officials (ie., Code Enforcement, Fire, Ashburnham Historical Commission, Finance Committee, BOS, Board of Health, etc.)
3. The Building Committee will submit the design and construction documents to Mass. Historical Commission for their review. Upon receiving written approval to proceed with the project from the Mass. Historical Commission, the Building Committee will oversee preparation of construction bid documents. The Building Committee will advertise the project and will review bids from qualified construction companies.
4. The Building Committee will prepare a written report for the BOS which includes recommended design development plans, bid documents, cost estimates, and related information necessary to support the Committee's recommendation.
5. The Building Committee will work with the CPC to develop an acceptable funding plan to fund as much of the construction costs as possible.
6. The Building Committee will present the design development documents, the construction bids and recommendations to the Town at the May 2016 Annual Town Meeting for their approval.

7. Once construction begins, the Building Committee will oversee the construction by working closely with the Owner's Project Manager and the Clerk of the Works.
8. Provide regular reports to the Board of Selectmen on the progress of the project.

By vote of the Building Committee and approval by the Town Administrator, all expenditures will be approved and not to exceed Town Meeting appropriation.

#### Estimated Milestones

Date	9/21/15	Building Committee appointed
Date	9/23/15	Building Committee self organizes, electing Chair, Treasurer, Secretary, establishes meeting agendas, publish meeting schedules.
Date	9/23/15	Building Committee meets with Owner Project Manager and/or Architect to review schematic plans and begin work on design and development plans
Date	11/9/15	Building Committee discusses funding options with CPC
Date	12/8/15	Building Committee submits status report to BOS on progress to date and issues to be addressed
Date	12/31/15	Building Committee reviews and approves design and development plans and submits to Mass. Historical Commission
Date	1/15/16	Receive written approval from Mass. Historical Commission
Date	2/1/16	Develop construction bid documents
Date	3/1/16	Building Committee submits status report to BOS on progress to date and issues to be addressed and to advertise bids.
Date	3/15/16	Advertise bids for general contractors.
Date	4/15/16	Review bids from general contractors and finalize proposal with CPC
Date	5/3/16	Town Meeting approval
Date	7/1/16	Construction begins
Date	8/31/17	Construction estimated to be completed.